

GENERAL INFORMATION FOR CHECKLIST DEVELOPMENT

30 SW Checklist standards are as follows:

1. Microsoft Word® v. 6 will be used for the creation of checklists.
2. Times New Roman 12 is the prescribed font for command checklists.
3. No auto numbering system is to be used.
4. Use the 30 SW template to create the checklist.
5. Paragraph numbers cannot be more than 9-levels, e.g., 1.1.1.1.1.1.1.1.1.
6. The checklist will be created as a Microsoft Word® Table at Attachment 1. The table will be incorporated into the publication to provide a seamless product. Tables must be enclosed in a border. If the Table contains notes, they must be contained within the border of the Table.
7. The attachment information must be displayed as shown in the attached sample.
8. Notes can be used throughout the checklist. If used, the word note will be **title case, bold and italicized (Note:)** with text following.
9. Signature element will be as shown on the attached sample. Each checklist should be signed by a squadron commander or higher.

Notes:

Review all checklists for military information and technical data. If you have included this kind of information in the checklist, ensure the appropriate non-release statement and/or classification is on the checklist.

**BY ORDER OF THE COMMANDER
30TH SPACE WING**

**30TH SPACE WING INSPECTION
CHECKLIST XX-X**



XX JUNE XXXX

CHECKLIST TITLE (WING/GROUP/SQUADRON/UNIT)

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This Checklist reflects Wing requirements for the (INSERT PROGRAM TITLE) at all levels to prepare for and conduct internal reviews.

SUMMARY OF REVISIONS

This checklist has been revised to reflect the new publication's format.

1. References have been provided for each item. Critical items have been kept to a minimum, and are related to public law, safety, security, fiscal responsibility, and/or mission accomplishment. Asterisked critical items (if present) are those items that if not accomplished in support of primary mission could result in an overall Wing assessment rating of less than satisfactory. While compliance with non-critical items is not rated, these items help gauge the effectiveness/efficiency of the function.

2. This is a baseline checklist. The checklist will also be used by the Wing SIP Monitor during applicable assessments. Use the attached checklist as a guide only. Add to or modify each area as needed, to ensure an effective and thorough review of a unit's (INSERT PROGRAM TITLE). See Attachment 1.

CHARLES E. PHILLIPS
Colonel, USAF
Vice Commander

Attachment 1

TITLE (WING/GROUP/SQUADRON/UNIT)

Table A1.1. Checklist.

SECTION 1: PERSCO (MISSION SUPPORT) MISSION STATEMENT: To ensure an effective Personnel Support for Contingency Operations (PERSCO) team operation. NOTE: All references are from AFI10-215, unless otherwise stated.			
1.1. CRITICAL ITEMS:	YES	NO	N/A
1.1.1. Are PERSCO teams provided PERSCO team training that ensures all training is completed within 12 months of assignment to a team? (Para 1.9.9, 1.9.9.1 and 1.14.1)			
1.1.2. Are procedures established to ensure PERSCO equipment and supplies are maintained in a “mission ready” status? (Para 1.14.4, Table A8.1 and Table A8.2 note 2)			
1.1.3.			
1.1.4.			
1.1.5.			
1.1.6.			
1.1.7.			
1.2. NON-CRITICAL ITEM:	YES	NO	N/A
1.2.1. Has a PERSCO team equipment custodian been identified? (Para 1.14.2)			
SECTION 2: MILITARY PERSONNEL FLIGHT (MISSION SUPPORT). MISSION DATE: To ensure MPF personnel are aware of and prepared to conduct sustained contingency sustained contingency operations. NOTE: All references are from AFI10-215, unless otherwise stated.			
2.1. CRITICAL ITEMS:	YES	NO	N/A
2.1.1.			
2.1.2.			
2.1.3.			
2.1.4.			
2.1.5.			
2.1.6.			
2.1.7.			
2.2. NON-CRITICAL ITEMS	YES	NO	N/A
2.2.1.			
2.2.2.			
2.2.3.			
2.2.4.			
2.2.5.			